

1 **THE REGULAR MEETING**
2 **OF THE**
3 **BOARD OF DIRECTORS**
4 **TRABUCO CANYON WATER DISTRICT**
5 **APRIL 20, 2011**

6 The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District
7 (TCWD) was called to order by President Mike Safranski at 7:01 p.m. at Trabuco Canyon Water
8 District's office located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Teresa
9 Teichman, Secretary to the Board of Directors, recorded and transcribed the minutes thereof.

10 **DIRECTORS PRESENT**

11
12 Mike Safranski, President
13 Ed Mandich, Vice President
14 Jim Haselton, Director
15 Glenn Acosta, Director
16 Matt Disston, Director

17 **STAFF PRESENT**

18 Don Chadd, General Manager
19 Hector Ruiz, District Engineer
20 Teresa Teichman, Secretary to the Board of Directors
21 Michael Perea, Special Projects Manager

22 **PUBLIC PRESENT**

23 There were no members of the public present.

24 **PLEDGE OF ALLEGIANCE**

25 Director Disston led the Board and staff in the pledge of allegiance.

26 **VISITOR COMMENTS**

27 There were no visitor comments.

28 **ORAL COMMUNICATION**

1 There were no oral comments.

2 **DIRECTOR'S COMMENTS**

3 Director Disston provided an update from April's South Orange County Wastewater
4 Authority (SOCWA) committee meeting.

5 Vice President Mandich provided a recap from April's Rancho Santa Margarita City
6 Council meetings relating to activities taking place in order to fill a current vacancy on the
7 Council.

8 Mr. Mandich also provided information relating to the South Orange County Watershed
9 Management Area Executive Committee Meeting which he attended in April.

10 Director Haselton provided information from the quarterly Independent Special District
11 of Orange County (ISDOC) meeting on March 31, 2011.

12 Director Acosta provided information from April's Santiago Aqueduct Commission
13 (SAC) meeting. Director Acosta noted the proposed costs for the next fiscal year are proposed to
14 be lower.

15 President Safranski announced he is in the running for a vacant city council seat within
16 Rancho Santa Margarita's City Council.

17 **REPORT FROM THE GENERAL MANAGER**

18 General Manager, Mr. Don Chadd, shared a letter from the Department of Water
19 Resources (DWR) approving TCWD's self certification statement of the Urban Best
20 Management Practices (BMP's). This status allows TCWD to continue to remain eligible to
21 received grant funding monies.

22 Mr. Chadd advised the Plano Trabuco median conversion from potable water to
23 reclaimed water has been completed by TCWD staff.

24 Mr. Chadd advised the Board he was elected to the Trabuco Highlands Community
25 Association Board of Directors during the month of April.

26 Mr. Chadd provided an overview of the Apple i-pad which several agencies have
27 provided for board members and management staff in order to improve efficiency, reduce staff
28 time, and go green. The Board requested staff prepare a cost analysis for the consideration of the
Board.

1 Mr. Chadd advised TCWD is in the process of upgrading the current billing system to
2 incorporate on-line bill pay for customers. Discussion occurred.

3 **ITEMS TOO LATE TO BE AGENDIZED**

4 There were no items too late to be agendized

5 **CONSENT CALENDAR**

6
7 President Safranski announced that all matters under the Consent Calendar would be
8 approved by one motion unless a Board Member requests a separate action on a specific item.

9 **ACTION CALENDAR**

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11 President Safranski stated that the General Manager and staff had reviewed all matters
12 under the Action Calendar prior to the Board's consideration.

13
14 **MOTION:** A motion was made by Director Disston and seconded by Vice President
15 Mandich to approve the Consent Calendar, Item Nos. 1A through 1D. The
motion carried 5-0.

16 **ADMINISTRATIVE MATTERS**

17
18 **ITEM NO. 1E RATIFICATION OF DIRECTOR'S FEES AND EXPENSES AND**
19 **FUTURE MEETINGS**

20 Each director reviewed their attendance.

21
22 **MOTION:** A motion was made by Director Disston and seconded by Vice President
23 Mandich to approve the director's fees and expenses and future meeting as
presented. The motion carried 5-0.

24
25 **ITEM NO. 1F STATUS UPDATE AND POSSIBLE ACTION RELATING TO**
26 **WATER MONITORING AND WATER CONSERVATION**
27 **EFFORTS**

28 Mr. Chadd shared a Press Release from Metropolitan Water District of Orange County

(MWDOC) stating Metropolitan Water District of Southern California (MET) has lifted it's Water Supply Allocation, effective April 12, 2011.

Discussion occurred relating to TCWD's Permanent Provisions of the Water Conservation Ordinance and best management practices. Staff recommended removing this item from future agendas. The Board received and filed the information. No action necessary

**ITEM NO. 1G DISCUSSION AND POSSIBLE ACTION RELATING TO
ACTIVITIES FOR WATER AWARENESS MONTH**

Discussion occurred relating to activities planned for TCWD's Open House. No action necessary.

ENGINEERING MATTERS

**ITEM NO. 1H STATUS UPDATE AND POSSIBLE ACTION RELATING TO
STORM DAMAGE**

Mr. Chadd provided a status of the district land, district infrastructure, and facilities relating to the storm damages from December 2010 and January 2011.

Mr. Chadd advised FEMA has approved the majority of repairs. Staff provided a spreadsheet outlining amounts allowed and percentages to be paid. Mr. Chadd reviewed each of the projects and discussed the current status of the project and estimated costs.

The Board received and filed the information. No action necessary

**ITEM NO. 1I STATUS UPDATE AND ACCEPTANCE OF THE ROSE CANYON
AND LANG WELLS GROUNDWATER TREATMENT FACILITY**

Mr. Ruiz advised R.C. Foster Corporation has complied with all requirements of the contract and the project is complete at this time. Mr. Ruiz requested the Board accept the project and authorize staff to file a Notice of Completion with the County of Orange which will begin the 35 day count relating to retention payment release from an escrow account.

1 Mr. Ruiz advised there is a one year warranty from the Contractor and a one or two year
2 warranty on the equipment.

3 Mr. Ruiz advised he will provide a cost update at the time of the next Board meeting as it
4 relates to expenditures and State Revolving Fund reimbursements.

5 Mr. Chadd requested the name of the facility be changed to Trabuco Creek Wells
6 Facility.

7
8 **MOTION:** A motion was made by Director Disston and seconded by Director
9 Haselton to:

- 10 1. Accept the work as completed by R.C. Foster Corporation for the
11 construction of the Rose Canyon and Lang Wells Groundwater
12 Treatment Facility.
13 2. Direct staff to file a Notice of Completion with the County of Orange
14 for the Rose Canyon and Lang Wells Groundwater Treatment Facility.
15 3. Direct staff to change the name of the facility from the Rose Canyon
16 and Lang Wells Groundwater Treatment Facility to Trabuco Creek
17 Wells Facility.

18 The motion carried 5- 0.

19
20 **ITEM NO. 1J STATUS UPDATE RELATING TO BAKER REGIONAL WATER
21 TREATMENT FACILITY**

22 Mr. Ruiz provided a brief status update from the Baker Regional Water Treatment
23 Committee meeting on April 14, 2011. Mr. Ruiz advised the time line has been pushed back
24 slightly. The bid and award phase is anticipated to occur in June or July 2011
25

26 The Board received and filed the status update. No action required.

27
28 **ITEM NO. 1K DISCUSSION AND POSSIBLE ACTION RELATING TO
ISSUANCE OF WILL-SERVE LETTER AND AGREEMENT FOR
CONSTRUCTION OF WATER AND SEWER AND RECEIPT OF
GRANT OF EASEMENT OF FIELDSTONE HOMES, TRACCT
16677**

Mr. Ruiz advised the Conditional Will Serve Letter has been received from the

1 developer along with a check for impact fees and charges, as required. Mr. Ruiz advised the
2 developer has submitted the Agreement for Construction of Water and Sewer Facilities, for Tract
3 16677 which include final costs.

4 Mr. Ruiz provided a draft copy of the Grant of Easement. Mr. Ruiz advised the final
5 copy is pending and has requested the Board approve subject to non-substantive changes.

6 Director Mandich advised he will recuses himself from this vote.

7 **MOTION:** A motion was made by Director Disston and seconded by Director Acosta
8 to:

- 9 1. Approve the Conditional Will-Serve Letter and authorize
10 Board Secretary and Board President to sign.
- 11 2. Approve Agreement for Construction of Water and Sewer
12 Facilities, Tract No. 16677 and authorize Board Secretary and
13 Board President to sign.
- 14 3. Approve receipt of Grant of Easement, subject to non-
15 substantive changes. The motion carried 4- 0 with 1 abstention.
16 (Mandich).

17 **FINANCIAL MATTERS**

18 **ITEM NO. 1L DISCUSSION RELATING TO SANTIAGO AQUEDUCT** 19 **COMMISSION PROPOSED FISCAL YEAR 2011/2012** 20 **OPERATIONS AND MAINTENANCE BUDGET**

21 Mr. Chadd advised this information is for review and information relating to budget
22 matters. Mr. Chadd commented IRWD does an extraordinary job monitoring this commission.
23 Mr. Chadd reviewed exhibit D.

24 Discussion occurred relating to carriage water charges.

25 The Board received and filed the information. No action taken.

26 **ITEM NO. 1M DISCUSSION AND POSSIBLE ACTION RELATING TO TCWD** 27 **BUDGET DEVELOPMENT PROCESS REVIEW**

28 Mr. Chadd discussed preparation for the 2011/2012 fiscal budget. Discussion occurred

1 relating to budget assumptions, MET rate increase, MWDOC charges, capital improvements and
2 rates for health plans. Mr. Chadd suggested holding a Special Budget Workshop prior to the
3 June 15, 2011 Regular Board Meeting. The Board agreed on the date and time of May 23, 2011
4 at 6:30 p.m.

5 **MOTION:** A motion was made by Director Disston and seconded by Director
6 Haselton to hold a Special Budget Workshop on Monday, May 23, 2011 at
7 6:30 p.m. at the District Administration Facility. The motion carried 5- 0.

8 **LEGISLATIVE MATTERS**

9 **ITEM NO. 1N REVIEW OF LOCAL GOVERNMENTAL AND LEGISLATIVE** 10 **INFORMATIONAL ITEMS**

11 Mr. Chadd provided a summary from the MWDOC Board meeting held earlier today.

12 The Board received and filed the information. No action taken
13

14 **END ACTION CALENDAR**

15 **OTHER MATTERS**

16
17 Mr. Chadd advised terra forming has begun in preparation of the landscape project at the
18 District's administration facility. Planting is anticipated to be completed in the next several
19 weeks.

20 **ADDITIONAL DIRECTORS' COMMENTS**

21 There were no additional Director's comments.
22

23 **ADDITIONAL GENERAL MANAGER COMMENTS**

24 There were no additional General Manager's comments.

25 **ADJOURNMENT**

26 At 8:31 p.m. President Safranski adjourned the April, 2011 Regular Board Meeting.
27
28

Respectfully Submitted,

Teresa Teichman
Secretary to the Board of Directors